

Douglas County School System Elementary School Grading Guidelines 2020-2021

Grades

All grades taken on assignments, tests, and/or projects shall be recorded in the Student Information System's electronic grade book.

Kindergarten:

- First-Fourth Nine Weeks: Exemplary, Satisfactory, Needs Improvement, Unsatisfactory
- Georgia Kindergarten Inventory of Developmental Skills (GKIDS 2.0)- A report should be sent with the final report card.

First – Fifth Grades:

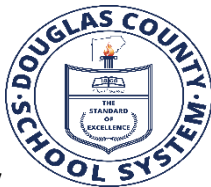
- A = 90 to 100
- B = 80 to 89
- C = 71 to 79
- D = 70
- F = Below 70

Art, Music, and Physical Education

- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory

Conduct

Student conduct shall be evaluated as follows:



S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

Number of Grades Per Nine (9) Weeks

Grades should reflect a student's relative mastery of an assignment and a sufficient number of grades should be recorded to support the grade average assigned. The following guidelines should be followed:

1. The minimum number of grades used to determine the final grade must be nine for each 9-week grading per subject area (ELA, Math, Science & Social Studies).
2. Each school will issue progress reports every 4 ½ weeks and report cards at the end of every nine-week grading period. Additional teacher-developed progress sheets may be sent home between reporting periods.
3. Homework should not be counted for a grade in K-2nd grades unless it is a project that will be graded with a rubric.
4. Homework assignments should not count more than 15% of the final grade in grades 3rd-5th.
5. Unit Assessments / Tests should count as a minimum of 15% and not exceed 25% of the

final grade.

6. Classwork should not count more than 25% of the final grade.
7. Progress Reports should reflect actual grades.
8. 55% Rule – no grade lower than 55% should be posted on report cards.

Notification of Failure

The Principal should establish school procedures requiring parent/guardian notification prior to students receiving a failing grade as a final grade for an evaluation period. At a minimum, parents should be contacted by progress report time.

APPEALS

A student/parent has 5 business days from the date report cards are issued to appeal the final grade. The appeal must be made in writing to the principal and the decision of the principal is final.

Makeup Work

All students will receive credit for satisfactory makeup work after an excused absence. A student will be given as many days as he/she was absent to make up tests and assignments after an excused absence. Teachers are not required to provide assignments prior to an absence.

Extra Credit

Extra Credit opportunities will be provided consistently across grade levels at the discretion of the principal and must be academic in nature.

Homework

Estimated times for daily homework are shown below.

- Kindergarten and First Grade 15-20 minutes
 - Second Grade 20-30 minutes
 - Third Grade 30-40 minutes
 - Fourth Grade 40-50 minutes
 - Fifth Grade 50-60 minutes
- If two or more teachers are working with a student, the homework should be coordinated to adhere to the estimated daily homework schedule. Because students work at different paces, it may take some students more or less time to complete assignments.
 - Homework is work that is assigned to be completed at home or in a designated after school program.
 - No new concepts should be included in homework unless using a flipped classroom approach.
 - Homework is not to be assigned on weekends, before holidays, or during holidays with the exception of previously scheduled special reports and/or projects.
 - The purpose and directions for the assignments need to be clearly communicated and should be preceded by instruction that adequately prepares the child to do the task independently and successfully.

Teacher Responsibilities

- To provide meaningful tasks that enrich and supplement work introduced in class
- To communicate homework assignments, both regular and long-range in an appropriate framework
- To provide effective instruction prior to assigning homework that adequately prepares the child to do the task independently and successfully
- To provide course requirements and expectations at the beginning of each grading period to students and parents
- To consider available resources, materials, and home situations when assigning a task

Parent/Guardian Support

- To establish a specific time, place, and manner for homework to be completed
- To monitor as needed, but not do homework for the student
- To assist the student in planning a time schedule for long-term assignments/projects
- To initiate communication with the teacher when concerns arise
- To promote 15-20 minutes of reading each night

Student Responsibilities

- To complete assigned work on time and return it to the teacher
- To plan to carefully schedule work on long-term assignments so that assignments will be completed on time
- To communicate with the teacher when he/she does not understand the assignments or is experiencing difficulty prior to the due date
- To read 15-20 minutes per night

Kindergarten, First & Second Grades

Task	Weight
Homework	10%
Assessments (Quiz, Quarterly Assessment, Tests, Projects)	25%
Independent Practice/Daily Assignments	65%

3rd, 4th & 5th Grades

Task	Weight
Homework	15%
Assessments (Quiz, Quarterly Assessment, Tests, Projects)	30%
Independent Practice/Daily Assignments	55%